

## Testing Accommodations

The following information outlines procedures for extended testing time, scheduling requirements, and Testing Center guidelines for students approved for testing accommodations.

### Extended Time

If a student qualifies for the academic accommodation of extended time for a test, exam, or in-class written assignment administered during regular class time, the student is responsible for scheduling the exam with the Testing Center, and the faculty member is responsible for submitting the exam to the Testing Center.

If the faculty member agrees to provide the extended testing accommodation in the classroom, the faculty member is responsible for allowing the student time and a half (1.5 times the normal testing period) to complete the exam.

Whenever possible, extended testing accommodations should be provided through the Testing Center. Testing Center staff will administer and proctor exams requiring extended time and/or a reduced-distraction testing environment. When necessary and in collaboration with the Office of Accessibility and Accommodations, the Testing Center may also provide reader and scribe services.

Extended testing time is typically one and one-half times (1.5x) the normal time allowed for an exam. In some cases, and based on appropriate documentation demonstrating substantial limitations, the Office of Accessibility and Accommodations may approve up to two times (2.0x) the normal testing time on a case-by-case basis.

### Scheduling

Students will take exams in the Testing Center during normal business hours. Students are responsible for scheduling testing accommodation(s) with the Testing Center at least 48 hours in advance.

Students are required to notify their instructor before taking an exam in the Testing Center.

Students who require a reader, scribe, adaptive or assistive technology, or other specialized accommodation(s) must schedule their exams with the Testing Center at least five (5) days in advance. This advance notice is necessary to ensure that accommodation(s) such as reader services, scribe services, or computer access can be arranged.

Students should cancel Testing Center appointments at least 24 hours in advance if they are unable to attend.

During final exams, students who arrive more than 15 minutes after their scheduled appointment time will be required to reschedule their exam.

## Testing Procedures

Testing Center procedures will be followed while proctoring exams.

The following items are not permitted in the testing area unless specifically authorized:

- Cell phones
- Texting devices
- Notes
- Backpacks
- Computers
- Other unauthorized materials

If unauthorized materials are found in the testing room:

1. The materials will be confiscated.
2. Testing will cease immediately.
3. The instructor will be notified.
4. An incident report will be completed and submitted to the Student Development office.